



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST INFANTRY DIVISION & FORT RILEY
580 1ST DIVISION ROAD
FORT RILEY, KANSAS 66442-7000

AFZN-SO

8 April 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Riley Command Safety Policy Letter 5

1. Reference:

- a. AR 385-10, The Army Safety Program, 27 November 2013
- b. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- c. AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, 4 September 2008.
- d. AR 600-55, The Army Driver and Operator Standardization Program, 18 June 2007.
- e. DODI 6055.4, DOD Traffic Safety Program, Change 1, 2 April 2010, and incorporating Change 2, 23 January 2013.
- f. FM 5-19, Composite Risk Management, August 2006
- g. FR Regulation 385-1, Fort Riley Safety Program, 6 May 2011.
- h. FR Regulation 190-5, Motor Vehicle Traffic Supervision and Installation Traffic Control, 22 January 2009
- i. 49 CFR 571.5, Federal Motor Vehicle Safety Standards, 1 October 2000.

2. The 1st Infantry Division and Fort Riley's Safety objective is to "Secure Yourself First". This goal applies to all Fort Riley personnel both on and off duty. We must do everything possible to ensure the well-being of our Soldiers, civilian employees, Family members, and equipment. To secure yourself first, you must be aware of your surroundings and the risks involved, and take the appropriate mitigating actions to protect yourself.

3. Safety is a leadership responsibility and is everyone's business. Safety must be integrated into everything we do. Implement appropriate measures at all levels to prevent unsafe actions and conditions that could result in injuries or the deaths of our Soldiers. Empower first line leaders to provide safe environments and enforce standards.

4. Leaders are responsible for the actions and omissions of the Soldiers and civilians we lead. Commanders must set the tone for success. Our philosophy is overarching but simple: educate, supervise, and reduce risk, while seeking out and eliminating conditions, practices, and habits that threaten our safety.

a. Commanders will establish a climate promoting Risk Management. Using Risk Management to identify and reduce hazards will help you in managing risks and implementing the appropriate steps to mitigate the residual risks. Use the five step process to identify hazards, assess those hazards, develop your controls, implement those controls, and supervise and evaluate. Incorporate Risk Management into Standing Operating Procedures, training plans, operations orders, and all aspects of every event. I will retain or delegate to a Deputy Commanding General risk acceptance authority for all events assessed with a residual risk of Extremely High.

b. Commanders down to company level are expected to assess and analyze accidents including the identification of trends and causal factors. Accident analysis provides a tool to track trends and force readiness. Combat brigades will use their Civilian Safety Specialists to comply with this requirement.

5. An effective command safety program requires Leaders to remain engaged at all levels to prevent injury and accomplish our combat missions. Do your best, do the right thing, take initiative and be part of the team. The Big Red One Message: BRO: B-Brave; R-Responsible; O-On Point is the right focus. Every member of the Team has an important mission to execute so have the courage to do what is right, even when no one is looking, be responsible and accountable to yourself, your family, and your unit on or off duty, and be on-point, your contributions as a teammate matter. Never forget that you are a Big Red One Soldier. "No Mission Too Difficult No Sacrifice Too Great".

Motorcycle, Moped, Motor Scooter, All-Terrain Vehicle (ATV) and Specialty Vehicles

1. Applicability: This policy applies to anyone operating a specialty vehicle, motorcycle, moped, motor scooter, dirt bike, or ATV on Fort Riley. It also applies to all Fort Riley Soldiers operating a specialty vehicle, motorcycle, moped, motor scooter, dirt bike, or ATV anywhere off post. For the purpose of this policy, dirt bikes are considered motorcycles.

2. Non-applicability: This policy does not apply to mini-bikes, pocket bikes, and similar vehicles that do not meet Federal Highway safety standards. These vehicles will not be operated on Fort Riley installation roads.

3. General: Motorcycle, moped, motor scooter, ATVs, and specialty vehicle operation is a high-risk activity. Far too many Soldiers, Family members, and civilian employees

continue to be injured in preventable accidents. We must all do everything we can to help motorcycle operators ride safely and responsibly.

4. Policy: All units, directorates, and partner units will include this policy as part of their unit/activity Safety Program. The contents of this policy will be briefed to all personnel and displayed on all unit and directorate permanent bulletin boards. The Director of Mission and Installation Contracting Command (MICC) will ensure contractors receive a copy of this Policy Letter and understand their responsibility to comply.

a. Mentorship Program.

(1) Mentors are the backbone in promoting a lifetime of riding skills. Mentors and experienced operators will serve as examples and role models for novice operators by emphasizing key motorcycle, moped, motor scooter and ATV fundamentals, and promoting adherence to Army, installation, local and state regulations and laws.

(2) Installation units including strategic partners and non-divisional unit commanders, and the Fort Riley Garrison Commander will implement the Motorcycle Mentorship Program within their commands. The Combat Readiness Safety Center (CRSC) website, <http://safety.army.mil>, provides best practices, regulations, messages, and policy to assist commanders in their mentorship programs, which include, but are not limited to the following:

(a) All commands with motorcycle or ATV operators will designate in writing by appointment orders, both a motorcycle and ATV operator mentor based on the operators' experience as a rider, maturity, and commander's assessment. These individuals will be in compliance with all requirements IAW this policy letter. The Motorcycle Mentor(s) will report to his/her commander on issues involving motorcycle training and safety.

(b) Commanders will track all new operators that have completed the licensing requirements and Basic Rider Course (BRC). These operators will be targeted to attend the Basic Rider Course II or Sport Bike Course as required by this policy.

(c) All installation units will assign a POC as a motorcycle/ATV, or a specialty vehicle advisor with oversight of their program for government employees who operate a motorcycle, ATV or specialty vehicle as part of their job requirements. If requested, GSO will provide training to the assigned POC.

b. Licensing.

(1) All motorcycles, mopeds, motor scooters, dirt bikes, specialty vehicles, and ATVs must be licensed and/or registered by appropriate civilian authorities in order to be operated on Fort Riley. In addition to the requirements below, if state or local laws require special licenses to operate motorcycles, mopeds, motor scooters, specialty

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vehicles, or ATVs, those licensing requirements will apply on Fort Riley. All Soldiers who ride a motorcycle, moped, motor scooter, or ATV on post will possess an ATV Safety Institute (ASI) or Motorcycle Safety Foundation (MSF) certification card or equivalent, except to attend the BRC as outlined in 5c(2)(a).

(2) All personnel entering Fort Riley will wear all appropriate safety PPE and have licensing documentation on their person while operating motorcycles, mopeds, and motor scooters.

(3) All Service members must register their motorcycles on Fort Riley. Service members who do not properly register their motorcycles and have the required post decal will not be permitted entry through access control points on Fort Riley. Post Decal shall be displayed; recommend on the left fork of the motorcycle. Civilians are exempt from this requirement.

(4) Specialty vehicles will be operated and licensed IAW AR 385-10, paragraph 11-4 m. All contract specialty vehicles operating on Fort Riley's public roadways, will meet AR 385-10, paragraph 11-4m and 49 CRF 571.5 to include rollover protection, occupant protection devices, and placement of "Slow Moving Vehicle" emblems.

(5) All personnel operating government owned motorcycles, mopeds, motor scooters, or ATVs will be licensed IAW AR 600-55.

(6) All personnel who hold only a valid state instructional (learner's) permit must be accompanied by an adult operator with a valid state license with motorcycle endorsement. The adult operator with a valid state license and motorcycle endorsement must be riding a separate motorcycle in the general proximity of the novice operator.

c. Training.

(1) Prior to operation of any motorcycle, Soldiers will successfully complete an appropriate Motorcycle Safety Foundation (MSF) based Basic Riders Course (BRC) or Deputy Under Secretary of Defense (Installations and Environment) DUSD (I&E) endorsed, State approved, curriculum for motorcycle operator's safety training. The Progressive Training Model is now mandatory for all Soldiers who ride motorcycles on or off-post. The new requirements include completion of the Basic Riders Course II (BRCII), or Military Sport Bike Rider Course (MSRC) within 12 months of graduation from the Basic Rider Course, followed by sustainment training every five years and refresher training after every 180 days or greater deployed. A Motorcycle Training Sequence chart for military members is enclosed (enclosure 1) and training can be scheduled through the Installation Management Command (IMCOM) Army Traffic Safety Training Program (ATSTP) website on the Digital Training Management System (DTMS); Garrison=Fort Riley; Courses=Applicable course i.e. Basic Rider Course, Basic Rider Course II etc.

(a) All civilian personnel or contracted laborers that are properly licensed to ride a motorcycle shall not be required to receive service sponsored training, or to prove that they have taken other motorcycle training as a requirement to operate a motorcycle on a DoD installation, exception is civilians or contractors that operate Government owned motorcycles, mopeds, motor scooters and ATVs.

(b) Commanders, directors, and senior managers will use the appointed Mentor to assist Soldiers and employees on the online registration with the commanders or supervisor's approval.

(c) If an operator fails to successfully complete a course or is a "no-show," the individual **will not be** enrolled again without a memorandum from their Commander or Director.

(d) BRC priority for attendance is Soldiers owning a motorcycle. Soldiers not owning a motorcycle will be rescheduled for the next available class. Personnel attending all courses will wear the required PPE per section d of this policy. Personnel showing up for class without the proper PPE will be turned away and must reschedule to attend.

(2) Basic Rider Course (BRC). The Army standard motorcycle course is the Basic Rider Course. All Soldiers, regardless of skill, must attend the Basic Rider Course if they are unable to prove completion of a MSF course or equivalent. This class is designed for new operators or experienced operators requiring familiarization with a newly purchased motorcycle. It can also serve as a refresher for operators who have not ridden for an extended period of time. This course is offered through contract on Fort Riley at no cost to the Soldier. Soldiers who do not wish to take the post offered MSF course may sign up and take the course at any MSF certified off post program at their own expense. Soldiers who have not completed the BRC will be allowed to ride a motorcycle, moped, or motor scooter to and on Fort Riley for the limited purpose of attending the BRC provided they have: (a) proper insurance; (b) a valid state license with motorcycle endorsement, or a valid state learner's permit, and (c) proof of enrollment.

(3) All Soldiers will complete advanced motorcycle training consisting of either the Basic Riders Course II or the Military Sport Bike Rider Course within 12 months following completion of the BRC and no sooner than 60 days. In addition, operators must have in their possession a valid state license with motorcycle endorsement, their personal motorcycle and have successfully completed the BRC.

(a) Soldiers redeploying from theater who have completed the BRC but have not met the requirements of paragraph (3) above will have 180 days to complete the BRCII or MSRC upon return to home station.

(b) The Motorcycle Safety Foundation defines a sport bike as a type of

motorcycle under the street classification and is generally designed for optimized performance at the expense of comfort, passenger/load capacity, and other features. With the emphasis of a sport bike being on speed, acceleration, braking, and maneuverability, there are certain design elements that most motorcycles of this type will share. Sport bikes have comparatively high-performance engines resting inside a lightweight frame that helps maintain structural integrity and chassis rigidity. Braking systems combine higher performance brake pads and multi-piston calipers that clamp onto oversized vented rotors. Suspension systems are advanced in terms of adjustments and materials for increased stability and durability. Front and rear tires are larger and wider than tires found on other types of motorcycles to allow higher cornering speeds and greater lean angles. Fairings may or may not be used on a sport bike; when used, fairings are shaped to reduce aerodynamic drag as much as possible and provide wind protection for the rider. The performance of some stock sport bikes are so high they can be used on a race track without modification.

(4) Soldier operators returning from deployment greater than 180 days, licensed and endorsed (MSF/ASI certificate) must attend the Motorcycle Refresher Training (MRT) prior to operating their motorcycle on a public or private street or highway with the exception of riding to the training site or location. The MRT will be conducted on the individual's own motorcycle. Units may coordinate through the Garrison Safety Office for training or unit mentors may conduct the MRT IAW the USACR/SC DVD. The unit mentor must be current on all refresher courses he/she instructs and will coordinate with the GSO to receive their MRT before conducting MRT to their unit operators. Mentors will ensure they document all MRT.

(5) All-Terrain Vehicles (ATVs) and Specialty Vehicles: Soldier operators must complete an ASI or equivalent operator course and/or provide documentation of successful completion of the course.

(6) Soldier operators returning on Rest and Relaxation (R&R) leave must hold a current MSF/ASI certificate/card and complete a Preventive Maintenance Check & Service (PMCS) inspection before operating a motorcycle, specialty vehicle, ATV, moped, scooter or dirt bike while on leave. Motorcycle riders will use a T-CLOC pre-ride inspection checklist (enclosure 2) to assist them in their PMCS.

(7) Progressive Motorcycle Program. This program is designed to consistently keep motorcycle operator training current and sustain or enrich rider skills. This sustainment training is required for Soldiers every five years following the completion of the BRCII or MSRC and cannot be waived. The sustainment training shall mirror the BRCII or MSRC or a State-approved motorcycle safe riding course. The intent of the sustainment training is to continue the life-long learning process, shake loose any bad habits that a rider may have developed over the three year period, support any three year period of inactivity acquisition of a new or change in motorcycle(s), or a major geographic relocation. Motorcycle mentors can coordinate with the Garrison Safety Office (GSO) 785-239-3391 to schedule Motorcycle Sustainment Training.

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(8) Can-Am Spyders and three-wheeled motorcycles that are powered non-enclosed shall be considered a motorcycle unless the owner submits to HQDA Combat Readiness/Safety Center, via their chain of command, all documentation that the vehicle is classified by vehicle identification number as an automobile by the National Highway Traffic Safety Administration (NHTSA).

(a) All Personal Protective Equipment requirements applicable to motorcycles remain applicable to three-wheeled variants.

(b) The requirement for BRC, as modified by the MSF interim guidance applicable to three-wheeled motorcycles, applies to exclusive three-wheeled motorcycle operators until the pending MSF three-wheeled basic rider course is released by the MSF and evaluated or adopted by the U.S. Army.

(c) If a modified MSF-BRC curriculum is not available, novice three-wheeled motorcycle operators shall be allowed to complete one of the following: take the BRC (using a two-wheeled trainer motorcycle) or a State-sponsored Sidecar and Trike Education Program course that can help generally associate them with the risks and handling characteristics of three-wheeled vehicles.

(d) All three-wheeled operators shall familiarize themselves with and follow the manufacturer's instructions and safety precautions pertaining to their vehicle.

d. Motorcycle and all-terrain vehicle rider protection. Anyone on Fort Riley who is operating or riding as a passenger on a motorcycle, moped, motor scooter, or ATV, will wear complete PPE as indicated in 5d (1-4). Soldiers operating any of these vehicles off post are required to wear the same PPE. Required PPE is per AR 385-10 paragraph 11-9d(1-6).

(1) **Helmet:** Personnel riding motorcycles and ATVs on Fort Riley, their helmets must be certified to meet DOT Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, or Snell Standard M2005 in accordance with DODI 6055.04, 2 April 2010, references (v), (w), and (y). All helmets shall be properly fastened under the chin.

(2) **Eye Protection:** Designed to meet or exceed ANSI Z87.1, reference (z) for impact or shatter resistant goggles, wraparound glasses or a full-face shield properly attached to the helmet. A windshield or fairing does not constitute eye protection. Amber or clear lens are encouraged for night riding.

(3) **Foot Protection:** Includes sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn).

(4) **Protective Clothing:** Long-sleeved shirt or jacket, long trousers, and full fingered gloves or mittens. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding is strongly encouraged. Riders will wear a vest, jacket or upper outer garment that is both fluorescent and reflective during day and night operation. The reflective physical training (PT) belt is not an acceptable form of PPE. Backpacks do not require reflective materials.

(5) **Tactical motorcycle and ATV operations:** Commanders will follow the guidance IAW AR 385-10, Paragraph 11-9e and FM 5-19, Composite Risk Management.

e. Leader Responsibility.

(1) Commanders will order in writing, all Soldiers who plan to operate a motorcycle, moped, motor scooter, specialty vehicle, or ATV to complete all the requirements noted in this policy letter by authority under Article 92(1) of the Uniform Code of Military Justice (UCMJ). Soldiers failing to obey the order are subject to punishment under UCMJ.

(2) Company, Battery, Troop, or Detachment commanders will ensure completion of the Developmental Counseling Form, DA FORM 4856-E on all riders. An example may be found at enclosure 3

(a) Platoon leaders or sergeants, and unit mentors, will conduct inspections of motorcycles using the Motorcycle Safety Foundation T-CLOCS inspection form or (enclosure 2) as directed.

(b) The T-CLOCS inspection checklist may be modified by the rider because of special equipment, tools, and expertise requirements (e.g. rims out of round and bearings and seals check).

(3) In the event of a Class A motorcycle, moped, motor scooter, ATV or specialty vehicle accident, unit senior leadership will conduct a briefing to the Division Commander concerning the accident, using the After Action Report Presentation Format (enclosure 4). The investigating officer will conduct the investigation IAW AR 385-10, Chapter 3, and provide findings and recommendations to the Battalion Commander and the Division Safety Office (AFZN-SO) within 30 days of the incident. Class B, C or D accidents will be reported IAW AR 385-10 notification requirements.

(4) Soldiers injured in a motorcycle, moped, motor scooter, specialty vehicle, or ATV accident, which were not wearing required PPE, or failed to have the training, which is required under this policy, IAW AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, may be found "not in the line-of-duty."

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(5) Commanders will require Battalion Mentors to conduct a check ride for motorcycle, moped, motor scooter, specialty vehicle, or ATV operators who receive two or more citations for traffic violations while operating one of the above referenced vehicles from any jurisdiction, or combination of jurisdictions within a two year period, or have an accident that incurs lost time.

6. Commanders will comply with AR 190-5 regarding the revocation or suspension of Soldier on-post operator privileges. The Garrison Commander may revoke or suspend on-post operator privileges of Soldiers, DoD Civilians and Contractors IAW AR 190-5. Before revoked or suspended on-post privileges are reinstated, individuals must retake the Motorcycle Safety Foundation Basic Rider Course.

REMEDIAL DRIVERS TRAINING

1. Applicability: Soldier attendance in Remedial Driver's Training Program is mandatory for Soldiers cited for a DUI (on/off-post), are Fort Riley repeat traffic offenders (Soldiers who receive two or more traffic citations on Fort Riley), are at-fault in an Army Motor Vehicle accident, or have 6-12 points assessed against their driver's license within a six month period. Additionally, battalion commanders may require attendance for any Soldier exhibiting risky driving behavior.

2. Policy: To address the problem of DUI and aggressive driving practices across the 1ID and Fort Riley, each Brigade will establish a Remedial Driver's Training Program in accordance with the program of instruction (POI) provided by the Garrison Safety Office. The Garrison Safety Office will compile a list of potentially high risk Soldiers based on the Military Police Blotter Report and send recommendations to the Brigade Command Sergeant Majors by the 1st of each month.

3. By the 31st of each month, the Brigade is responsible for conducting Remedial Driver's Training and reporting, by name, rank, and unit, those Soldiers who received training to the Garrison Safety Office. Soldiers whose on-post driving privileges have been suspended will not have their on-post driving privileges reinstated until the end of the suspension period and completion of the Remedial Driver's Training Program. As proof of program completion for those Soldiers who have completed Remedial Driver's Training, the Garrison Safety Office will provide a Certificate of Completion, based on the attendance rosters provided by the Brigade Command Sergeant Major.

4. Engaged leadership is an essential element of the Remedial Drivers Training Program. We must ensure Soldiers understand and adhere to safe driving practices. Similarly, we must encourage good driving behavior to promote the health and safety of our Soldiers.

5. Commanders at all levels will diligently support this program to ensure our high-risk Soldiers understand the consequences of poor driving decisions. Effective

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leadership will prevent avoidable losses of the Army's most valuable asset; its personnel.

6. This policy is punitive in nature. Violators are subject to punishment as well as other appropriate administrative actions. Consult with your Trial Counsel or Labor Counselor for assistance.

7. The point of contact is the Division Safety Office at 785-240-1073/239-6464.

Secure Yourself First!

Duty First – Safety Always!



PAUL E. FUNK II
Major General, US Army
Commanding

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